



## Dealer Application

Thank you for your interest in joining our Hodge Podge family! Below is basic information on our booth rental policy and FAQ that you may have. If you have any additional questions, please let us know and we would be happy to answer them for you!

### **Store Hours:**

Tuesday through Saturday 10am – 5pm

Sunday 12pm – 5pm

We are closed on Mondays. We are also closed on New Year's Day, Easter, Thanksgiving Day and Christmas Day. We have shortened hours the day before Thanksgiving, Christmas Eve and New Year's Eve.

Move-ins/outs are done Tuesdays through Fridays during business hours. If you need to move-in/out outside of those hours, please ask to make an appointment with Deborah. Saturdays and Sundays are not available for bringing loads in/out of the store during business hours.

### **Store Commission and Additional Services:**

A 10% commission is deducted on all sales.

There is an additional 3% fee deducted from credit card sales. We do our best to encourage customers to use cash or check, when possible, especially on high ticket items.

We do offer a sales tracking service (Go-Antiquing) for a fee of \$8 a month. This service provides you with daily updates of your sales via e-mail. It is optional but highly recommended.

**Please read carefully and initial in the spaces provided.**

**Booth Contract:**

We do not require a booth rental contract; however, we encourage our dealers to commit to at least three months of renting. It takes time to find your niche and build your business. If for any reason you decide to leave, we require 30 days' notice. Failure to provide 30 days' notice may result in a charge equal to one month's rent. Initial\_\_\_\_\_

**Deposit:**

A 50% deposit is needed to reserve a booth space. That deposit will be credited to your first month's rent. Booths are rented as space becomes available. Initial\_\_\_\_\_

**Rent:**

Rent is due by the 5<sup>th</sup> of each month. It should be paid by check or cash. A credit card rent payment will incur an additional 3% fee. Any rent paid after the 10<sup>th</sup> of the month will have a \$25 late fee added to it. Rent paid after the last day of the month will incur a \$50 late fee. For accounting purposes, rent is not deducted from your sales. Any dealer that lapses in rent payments by three months will be asked to vacate the booth. Initial\_\_\_\_\_

**Dealer Checks:**

Dealer checks are ready for pickup on the 3<sup>rd</sup> of each month. Rent should be paid before picking up the dealer check. Initial\_\_\_\_\_

**Marketing:**

We post regularly on Facebook and Instagram. We want to see you become a successful seller and we know that part of that is through advertising!

**Social Media:**

Social media platforms can be a great place to boost your sales. You are welcome to list your items on FB Marketplace or other sites to build interest. However, please make sure all sales of your items at the store go through the store computer. Please do not accept payment from your customers and then send them to the store to pick up the item.

# **Frequently Asked Questions**

## **What if a customer wants a discount on an item?**

We do not discount any items under \$100.00. If someone would like a discount on an item in your booth that is over \$100, we will call you to get your approval. You may also tell us in advance if you are okay with a 10% discount on items over \$100.

## **What kind of items can I sell at Hodge Podge?**

We recommend items like collectibles, painted furniture, antiques, vintage items, decor, pottery, and art. We discourage flea market type items and items such as stuffed animals, guns, pornography, alcohol, tobacco, feathered and extinct animal taxidermy, etc. At this time, we are not accepting any dealers who sell used clothing because we have several clothing dealers already in the store.

## **When am I allowed to work in my booth?**

You may work in your booth during business hours. We ask that dealers do not bring in or remove large items on Fridays, Saturdays, or Sundays because it can be disruptive to the flow of business. Fridays, Saturdays, and Sundays are our busiest days of the week. Drilling, hammering, and taking up aisle space can hinder a customer's shopping experience, which is something we do not want to do if possible.

## **Do you provide equipment to help me move large items?**

We have three flat carts and two hand trucks available for use next to the loading doors. You are welcome to use these anytime you need to. Our loading zone is available for you to park your vehicle, however there is a fifteen-minute time limit in that area. Please unload/load your items then move your vehicle to a regular parking spot.

## **Do you provide tags, or should I supply my own?**

We do not supply tags. There is not a preferred tag style, you may use any tag style that you want. Your tag should have your dealer code and price for the item. A description of the item is helpful but not mandatory.

## **Do I have to work in the store?**

We do not require our dealers to work in the store. We do love to have volunteers in the store on busy days to help. If you volunteer in the store, we will pay your Go-Antiquing fee for one month for each day that you volunteer.

## Dealer Application

Name(s) \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Which booth size do you prefer? \_\_\_\_\_

Preferred booth code: \_\_\_\_\_

When would you like to join us? \_\_\_\_\_

Have you ever been a dealer before? \_\_\_\_\_ If yes, when and where?

\_\_\_\_\_

What kinds of items do you plan to sell in your booth? \_\_\_\_\_

\_\_\_\_\_

Do you have any social media accounts for your business? \_\_\_\_\_

If so, please list: \_\_\_\_\_

(This is not required, but it is a helpful tool for selling your items.)

I have read and acknowledge the terms of this application. I agree to give a

30-day notice before vacating my booth.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_